

September 2007

RM News & Notes

Safety Tip of the Day



DO YOU KNOW?

1. **ALL accidents, injuries, and property damage MUST BE REPORTED.**



2. **ALL occupants in a county vehicle are required to wear a seat belt.**



3. **NO unauthorized passengers are allowed to ride in county vehicles.**

4. **NO SMOKING is allowed, at any time, in a county vehicle.**



Further explanation of these policies can be found on Page 2. Complete policies can be found in the *Personnel Policies and Procedures for Columbia County, Georgia* and the *Columbia County Risk Management Safety and Loss Prevention Manual*.

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Message from the Risk Manager

When is the last time you reviewed the Columbia County Personnel Policies and Procedures Manual or the Risk Management Safety and Loss Prevention Manual? Have you looked at it since you originally received it? Do you even know where your copy is? While Human Resources and Risk Management try to keep employees informed by offering regular updates and training on specific topics, it is ultimately an employee's responsibility to know the policy as it pertains to their employment. While some situations are so rare that you may need to look up the policy to determine the procedures to follow, others deal with everyday activities and you should be readily familiar with requirements. As we have very limited space, I would like to focus on a few areas where I have personally observed violations and a lack of enforcement on proper procedures. I hope that this reminder will encourage all of our employees to make any necessary adjustments to their behavior so that they are not in violation. Remember that while you may not agree with all requirements, as long as you are an employee of the Columbia County Board of Commissioners, you must adhere to the policies that they have approved.

Darlene

Safety Officer News and Notes

Are you aware of what is in the Policy Manuals?

ALL OCCUPANTS WEAR SEAT BELT

All persons who drive or ride in Columbia County vehicles will, in all cases, wear the installed seat belts. The number of seat belts available will establish the maximum passengers of the vehicle. Failure to wear seat belts can result in forfeiture of an assigned vehicle. Persons shall not be transported in any vehicle unless safe and secure seating is provided for each such person and a seat belt is available for all passengers.

A failure to use your seat belt is a serious safety violation and is not to be taken lightly. It is a known fact that seat belts can and do help reduce the severity of injuries when they are properly used. Proper use constitutes proper adjustments as well as proper latching of the unit. Employees who receive an auto allowance for operating their personal vehicle on COLUMBIA COUNTY business are required to wear their seat belts in their personal vehicles as well as those in county owned vehicles.

NO UNAUTHORIZED PASSENGERS

Only employees of Columbia County may drive Columbia County vehicles. Non-employee passengers are to be approved by the Department Head. Out of area trips with non-employees are to be approved by the Department Head and Risk Management Office. A rights waiver form must be signed by all non-employee passengers prior to being allowed to ride in a county vehicle.

ALL INCIDENTS, INJURIES, ACCIDENTS MUST BE REPORTED.

Report all incidents to your supervisor as soon as possible. Also, any person having an accident in a Columbia County vehicle **will** notify local law enforcement and follow their instructions. In the event of serious damage or injury, Risk Management will be notified immediately. **Even if the other driver doesn't want to report the accident or it appears there is no damage: REPORT!** If all vehicles are drivable and there are no injuries, move vehicles out of the roadway but do not leave the scene of the accident. Do not admit fault or accept responsibility for damages or injury.

An employee must report all injuries to a supervisor or safety officer as soon as possible after the injury. **Even when you believe you are "fine" and do not need treatment: REPORT ALL INJURIES!** The First Report of Injury (FROI) should be completed and signed by both the supervisor and employee and forwarded to Human Resources.

Call 9-1-1 immediately for any life-threatening injuries. If immediate treatment is necessary but not life-threatening, go to the appropriate emergency care facility listed on the posted Panel of Physicians. During regular work hours or any incident of serious injury to an employee, Human Resources should be contacted for assistance in coordinating care.

All employees should be familiar with the Panel of Physicians (legal size pink posters) which should be posted in a conspicuous place in the work area. On-the-job injuries will be treated by a panel physician. Do not go to your primary care physician for treatment.

Contact Human Resources for the State Board of Workers' Compensation / Panel of Physicians and First Report of Injury forms.

NO SMOKING

Smoking in County buildings **and vehicles** is prohibited.

Smoking of tobacco or use of tobacco products in any form is prohibited inside or within a distance of twenty-five (25) feet from any building owned or leased by the County or inside any automotive vehicle owned or leased by the County. Smoking is limited to an employees lunch period or rest break. **Even if you are alone, other passengers don't mind, the vehicle is parked, and etc., smoking is prohibited in any county vehicle.**

Safety Stories

A fellow employee was driving along with his lit cigarette and cup of coffee. He was attempting to navigate the curve on the entrance to I-20 when some ash dropped. In all the fumbling around searching for the ash, he spilled hot coffee in his lap. Then he proceeded to lose control of the vehicle, run up over the curb and finally stopped in the grass perimeter. Care to explain this one to your supervisor?

Up Coming Events

Each program is advertised by Risk Management and is available to each employee of Columbia County and the city employees of Grovetown and Harlem. Additionally, the Defensive Driving Courses may be attended by immediate family members of employees, on a space available basis, for a nominal fee.

Pre-registration is required.

For additional information or to register contact Risk Management. 706-312-7475

Safety Review Board **October 11, 2007**
Defensive Driving
Course – 8 hour **September 4, 2007**
 September 20, 2007
 October 16, 2007
 November 8, 2007

Defensive Driving
Course – 4 hour **October 9, 2007**

CPR/AED/First Aid **October 25, 2007**

County Office Closed **September 3, 2007**
 November 12, 2007
 November 22, 2007
 November 23, 2007

SEPTEMBER 2007

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OCTOBER 2007

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Newsy Notes

To those who died . . .
 When the towers crashed down

A deep memorial in our hearts,
 of pain, of shame, of love, of blame,
 In these mixed feelings we must admit.
 Thou know none who's gone in vain.
 Though people think they died in vain,
 yet their legacy still lives today.
 Of valor, of peace, of love, of courage,
 These men gave their lives to serve and save.

